Changes to the FBLA Handbook

Please review the guidelines carefully for modifications and changes. Changes were based on updates from the national competitive events handbook.

✓ **Competitive Event Policies**

- <u>C5</u> —Replace the page due to the addition of Business Ethics.
- <u>C6</u>—Replace the page to include Business Math/Business Calculations in list of events having an introductory level and a higher level event associated with it.
- <u>C18.a to C18.k</u>—Insert District Handbook.
- <u>C6.2</u>—Insert Standards of Mailability. Changes are made in the guidelines to reflect the modification in scoring.
- <u>Format Guide</u>—Students may use the Format Guide as a reference at the test site. Replace pages:
    - Computer Applications (page12.2)
    - Desktop Publishing (page 14.2)
    - Word Processing I (page 41.1)
    - Word Processing II (page 42.1)
- <u>Rating Sheets</u>—Replace pages:
    - American Enterprise Project (page 3.3)
    - Business Plan (page 8.7)
    - Community Service Project (page 11.3)
    - Desktop Publishing (page 14.3)
    - Emerging Business Issues (page 16.4)
    - Entrepreneurship (page 16.9)
    - Multimedia Presentation (page 30.3)
    - Web Site Development (page 39.3)
- <u>Business Ethics</u>—Insert new event (pages 6.3 to 6.7)
- <u>Desktop Publishing</u>—Replace page 14.1. Substitution is allowed between DLC and SLC before the skill test is administered.   One student may take the written test if both team members cannot attend SLC.
- <u>Written Reports</u>—Report format should follow that of the rating sheet. If it does not, the report will be disqualified. Replace the following pages:
    - American Enterprise Project (page 3.2)
    - Business Plan (page 8.5)
    - Community Service Project (page 11.2)
    - Local Chapter Annual Business Report (page 25.2)
    - Partnership with Business (page 35.2)

- <u>Multimedia Presentations</u>— Replace page 30.1. Presentations may be saved and submitted using only CD or DVD.
- <u>Who's Who in Missouri FBLA</u>—Replace pages 40.1 and 40.3. Criteria are rearranged to match the rating sheet and Business Achievement Award has been added.
- <u>Outstanding Local Adviser Award</u>—Insert pages 32.3 to 32.7.

✓ **Topics** are included in the National Chapter Management Handbook for 2005-2006 and a sheet is also enclosed.

- Emerging Business Issues (V-33)
- Multimedia Presentation (V-49)
- Website Development (V-67)

✓ **Deadline** for turning in <u>everything</u>—all reports, forms, multimedia presentations, website development, resumes, etc. for SLC—is **<u>March 17</u>**.